

**Intake and Assessment Specialist
Job Description**

**Education and Training YMCA of Greater Boston
International Learning Center
3 Center Plaza, Floor TC
Boston, MA 02108**

Hours: Monday-Thursday: 8-4:30pm and Friday: 9:30-6pm

Description of Position:

- Answer potential students' questions about our programs
- Screen and test students applying for one of our programs and place them into the right program and level
- Assist with grant report writing
- Advise the students in our English for Employment program
- Substitute teach or possibly be the primary teacher for an ESL class

Qualities Needed for Position

- Ability to identify a students' language level via testing and interacting with the student
- Extremely well organized
- Good follow through, documentation, research, and communication
- Strong interpersonal skills; work well with people from diverse backgrounds, approachable
- Fantastic customer service
- Able to meet deadlines
- Proficient in Microsoft Office Word and Excel and other computer programs such as an online database
- Strong math and data analysis skills needed
- Team player and problem-solver
- BEST Plus and/or TABE- E certified helpful
- Bachelors or Masters degree in TESOL, Education, or a related field
- Bilingual a plus

Supervision

- Reports to Programs Manager and Director

Email resume and cover letter to Ali Don at adon@ymcaboston.org.